



Jeremiah W. Nixon
Governor

State of Missouri

Office of Equal Opportunity

Let's work together on Building Missouri's future!

Volume 1, September 2010



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Welcome to the Volume 1 of the OEO Newsletter!

As Commissioner of Administration, it is my pleasure to announce that the Office of Supplier and Workforce Diversity has gone through a name change, and it's now the **Office of Equal Opportunity (OEO)**. This change was mandated under Executive Order 10-24 and signed by the Gov. Jay Nixon on July 9, 2010. This Executive Order may be viewed and read in its entirety on our website:

www.oa.mo.gov/oao

We are very excited about implementing new ideas and working on projects to assist our M/WBE vendors with the challenges they face. We need your support and welcome your input to create a program that will help stimulate and improve the economic climate to benefit all Missouri citizens.



Kelvin Simmons
Commissioner

WHO WE ARE

The **Office of Equal Opportunity (OEO)** exists to promote a diversified workforce within state government and to assist women and minorities in developing opportunities to contract with the state, economically empowering traditionally underserved communities and improving the overall fiscal vitality of the State of Missouri.

Our goal is to serve as a resource for promoting diversity within the state workforce and improving opportunities for women and minorities to access state employment openings and state contracts through excellent service and efficient use of resources. OEO works toward this goal by completing the following primary functions: Certification of Minority/Women Business Enterprises (M/WBE), Education and Outreach, and Matchmaking Activities.

WHAT WE DO

OEO has streamlined its M/WBE Certification Process by lessening the amount of required documentation from the vendor. The certification staff is responsible for identifying and certifying minority and women business enterprises by conducting thorough eligibility reviews while ensuring that vendors receive prompt and responsible customer service.

The program's eligibility criteria are set forth and strictly followed. The certification staff is available to answer questions and provide information to vendors, local governments and state agencies regarding OEO certification procedures.

In an effort to ensure that M/WBE businesses are aware and take advantage of contractual opportunities available with state agencies, OEO sponsors or co-sponsors activities ranging from regional workshops, orientation sessions for newly certified M/WBE vendors and training workshops for state agencies. In addition, OEO is constantly seeking proactive ways to foster the inclusion of M/WBE enterprises in state contracting opportunities, including disseminating procurement information to M/WBE entities through its website.

Matchmaking involves activities designed to build relationships between M/WBE vendors and state agency procurement specialists, non-minority vendors, and decision makers. Matchmaking activities include, among other things, assisting M/WBE enterprises in identifying state agencies most likely to purchase the type of goods and/or services that their businesses provide.

MEET THE STAFF



Alan Green
Director



Ken Franklin
Assistant Director
St. Louis



Roxy Flores
Fiscal and
Administrative
Officer



Elizabeth Birks
Outreach
Coordinator
Kansas City



Nancy Heyer
Certification
Officer



Janet Carter
Certification
Specialist

State of Missouri Office of Administration Office of Equal Opportunity

Truman State Office Building
301 W. High St, Room 630 P.O. Box 809
Jefferson City, MO 65102
Phone 573-751-8130 * Fax 573-522-8078

www.oa.mo.gov/oao/

New Image By Yvonne Custom Embroidery, Digitizing and Promotional Items



Yvonne Clemmons

The Office of Equal Opportunity interviewed Mrs. Yvonne Clemmons, owner of **New Image By Yvonne (NIBY)**, a State of Missouri Certified MBE vendor. Below you will find her

answers:

1. When did you start your business?

New Image by Yvonne Custom Embroidery, Digitizing and Screen printing was established in 1993 as a home based business. Promotional items were added to the services in 2001.

2. Why did you start your business?

I worked for the U.S. Army Record Center, Army Reserve for 15 years. I served in many capacities during my tenure from clerk-typist in Micrographics, to branch secretary I up to a Directorate Secretary in Promotions. Finally, I was accepted in an intern program as a computer/systems programmer and for the remaining seven years, I created systems for the EEO office

and Army Promotional Boards. I always wanted to own my business, but struggled trying to decide on the right business to start. I started making sweat suits for women of all sizes, embellishing sweat-shirts with sequences, paint and fabric patterns. The idea for Custom Embroidery really came about out of the need to find a time solution for my custom embellishments. I needed a faster way to embellish items in mass production consistently and repeatedly. I designed left chest embroidered t-shirts for the Organizational Day for three years and an additional four years after resigning from the U.S. Army Record Center and going into business full time.

3. What is your main product or service?

NIBY distributes apparel items for youth and adults from leading suppliers, such as Dickies, Tri Mountain, Ash City, San Mar and Border Brothers. As part of our present growth, uniforms along with high visibility apparel for employee safety and accessories are offered to police/fire departments, churches, construction companies,

public/private schools, government agencies and private organizations.

4. How can your product benefit the State of Missouri as an organization?

I stand behind all work and products 100%. Only quality merchandise is recommended with a guaranteed 30 day return policy. NIBY's value proposition is customer service, quality digitizing and embroidery, and timely delivery with the best shipping possible. NIBY has been recommended to many customers through our competitors. One competitor always tells her customers -"if NIBY can't do it, it probably can't be done."

For the last four years I have been contracted with East St. Louis City Hall's, City Counsel, their police and fire department along with their parks and code enforcement department.

5. How do you expect the M/WBE certification to help you in obtaining business with the state?

Increase awareness for services, direct contact with Purchasing suppliers I could potentially work with. Gives me the option to be at the table with other minorities or

visionworks marketing & communications



Lilly Vianello

Visionworks is a fully integrated agency that offers organizations a full array of advertising and marketing services to create a complete brand experience for their customers on the web, print, broadcast and video. Founded in 1995 and **certified**

as a Women-owned Business Enterprise for the State of Missouri in 2003, Visionworks is a full service advertising agency based in Columbia, MO.

Visionworks has developed a proven and powerful custom website design process. Their graphic design work has won numerous awards for its superior design aesthetic and their web and print materials are

designed with attention-grabbing images and copy to entice viewers to want to learn more about the advertised business. Radio reaches people at home, work and on the go. They have the skills and creativity to produce expert radio commercials to communicate a message and effectively educate and excite the public about potential products. Their creative team can produce television commercials or video that are professional, eye catching, attractive and effective, while staying within your budget and achieving your desired results.

Their approach is a simple one, they start with a marketing analysis to determine the strengths, weaknesses, opportunities and threats of your organization. Using this information they create a series of design concepts working with your leadership team, to shape the brand and image of your business/communications pieces. With **Visionworks**, you have a partner with the experience, knowledge and dedication to generate customized solutions to meet your specific goals.

Why choose Visionworks?

- Big city capabilities without big city price tag
- Centrally located
- Award winning in-house graphic and web design team
- Complete on-site audio studio for all broadcast needs
- Full service capabilities offers branding and cohesion across media
- Experienced directors and editors of video production
- Newsletter and direct mail development and distribution—print and digital
- Substantial library of software programs and resources to produce work
- Staff members with first-hand experience in every medium
- Extensive experience in community involvement, growth and development
- Every project is a team effort led by an account representative

Would you like to be featured on our website and newsletter, contact us!

Let's talk about Certification....

Each volume of our newsletter will contain answers to Frequently Asked Questions (FAQs) and discuss other aspects related to the initial certification process, Re-Certification and Annual Updates. Please feel free to offer suggestions or request information that you would like to see addressed in this section by emailing to Nancy.Heyer@oa.mo.gov.

What is an MBE or WBE?

A Minority Business Enterprise is a business that is at least 51% owned and controlled by one or more minority persons. A Woman Business Enterprise is a business that is at least 51% owned and controlled by a woman. A racial minority is, for the purposes of the State of Missouri's MBE program, defined as individuals who are Black, Native American, Hispanic, Asian American and other similar racial minority groups as per Missouri Revised Statutes Chapter 33 Section 33.750. Also included are Alaskan Native, Pacific Islanders, and Aleuts. A complete list is provided on page 2 of our Policies and Procedures Manual located on the links page of our website www.oa.mo.gov/oeo/.

May I qualify as both an MBE and WBE?

Only women who also fall into one of the racial or ethnic categories can qualify for classification as both a minority and woman-owned business enterprise. A woman and a minority cannot share ownership of a company to qualify for both as one individual must hold 51% ownership. The following requisites must also be met: own 51% of the enterprise/control the business/have requisite expertise and be a U.S. citizen or lawfully admitted permanent resident.

Is there an application fee?

No, this service is provided free of charge as a benefit from the State of Missouri.

What help is available with the application process?

If you need help with the application please call our office at 877-259-2963 or 573-751-8130 and one of our friendly staff will be happy to assist you.

What are the advantages of obtaining the State of Missouri MBE/WBE Certification?

Certification as an MBE and/or WBE provides greater opportunities for these businesses to bid on state contracts. All certified MBE/WBE vendors appear on the Office of Equal Opportunity Directory of Certified MBE/WBE Vendors. Both contractors and state agencies use this site as a resource in soliciting certified minority and/or female participation for ongoing projects. This certification covers all state agencies except for Missouri Department of Transportation (MoDOT), which participates in the Disadvantaged Business Enterprise (DBE) Program.

M/WBE Economic Impact at the State of Missouri

As of August 31, 2010 the Division of Purchasing and Materials Management (DPPM) shows 2,251 current open contracts:

In these contracts 35 MBE vendors are identified as Prime Contractors in 51 different contracts. This shows a 2.26% participation of MBE Prime Contractors in current contracts. The State of Missouri is also utilizing **67 WBE vendors** as Prime Contractors in 99 different contracts. This shows a 4.39% participation of WBE Prime Contractors in current contracts.

These 102 vendors represent 6.27% of the 1,625 M/WBE firms certified by the State of Missouri.

Payment Section:

MBE Prime Contractors received \$7,382,231.32 during the month of August in contract payments.
WBE Prime Contractors received \$584,101.98 during the month of August in contract payments.

During the month of August, Prime Contractors have reported:

Utilization of M/WBE Vendors on 156 Contracts as Subcontractors. (6.93% of all current contracts)
Payments to MBE Subcontractors in the amount of: \$1,368,617.10
Payments to WBE Subcontractors in the amount of: \$1,226,134.33

Navigating through Record Searching

Preparing a bid response for the State of Missouri can be a daunting task, especially if it is your first try. This task can be made easier if you can see how winning and non-winning awards were submitted.

If you follow this mini-tutorial you will become very familiar with how to find an awarded contract or bid in the State of Missouri Purchasing website.

First: Visit the Office of Administration website: www.oa.mo.gov.

Locate the ribbon that shows the divisions that compose the Office of Administration, clicking on **PURCHASING** will take you to the Division of Purchasing and Materials Management website.

On the right side of the screen, locate the section browse purchasing, then locate the sub-section Bidding & Contracts, click on the link named **Awarded Bid & Contract Document Search** <http://oa.mo.gov/purch/webimaging/Homepage.htm>, this will take you to a new window. This system provides access to public record information regarding State of Missouri contracts, bid/solicitation documents, bid abstracts, bid correspondence, and other related documents. The system includes documents for only the Office of Administration, Division of Purchasing and Materials Management bids and contracts. Please be sure and download the **Navigation Instructions** and the list of **Document Types** used for your reference.

Note: The Oracle viewer is needed to view the scanned documents, if your system does not have the Oracle viewer; you can download the Oracle plug in at this window.

Once the viewer has been installed, move to the bottom of the page and locate and click the words: **Please Enter Here . . .** a window will pop-up and alert you that you are leaving the State of Missouri website click OK.

You will see a select a saved search option. This option allows you to search by:

- Bid Number
- Contract Number
- Vendor Name or Number
- Description
- Purchase Order Number
- Universal Index Search
- Anything

Once you have selected the option that you want to use the second criteria window pops-up and allows you to fill it in. Select the search by vendor name criteria.

VENDORNAME	contains	<input type="text" value="Rose International"/>
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This fill-in option will vary based on the search criteria selected.

As it shown on the graphic above the name of the vendor can be typed in, hit the enter key and all the documents that the system has associated with that vendor will appear.

At the top of the table, you will see the following words:

- (Alt +B) Click on the numerical reference to OPEN the image
- (Alt +N)
- Amendment*
- Contract*
- Description*
- DocType*
- PO*
- Section*
- VendorName*
- PageCount*

*This system would allow you to sort through the documents by clicking on these options.

To follow our tutorial click on DocType, all documents become alphabetized based on the type of document (contract correspondence, contracts, amendments, etc).

By using the arrows at the top of the screen move through the pages until you get to document number 518, this coincides with part 1 of Contract # C209013001 for Computer Hardware and Software; notice that it has 157 pages. Click on the numerical reference, by default the document will appear on a new window. By using the arrows found at the top of this new page you can navigate through the document, or print it if it would be easier for you. I hope this mini-tutorial has helped you navigate your way through the Office of Administration – Awarded Bid & Contract Document Search. If you run into any problems please do not hesitate to contact Roxy Flores, Fiscal and Administrative Officer at the Office of Equal Opportunity at 573-751-5076 or via e-mail at Roxana.flores@oa.mo.gov and she will be happy to assist you.

MISSOURI MINORITY BUSINESS ADVOCACY COMMISSION

Authority: [RSMo 33.752](#)

Mission

The Missouri Minority Business Advocacy Commission's purpose is to increase economic opportunity for minority owned-businesses so that we can improve the overall climate of the State of Missouri; and to develop and establish the inclusionary process for state departments so that they can meet or exceed the goals and objectives of the legislation and executive order designed to increase minority participation in state procurement. Executive Order 03-06 transferred the Commission from Department of Economic Development to the Office of Administration.

Function

The Missouri Minority Business Advocacy Commission identifies and assesses the needs of minority businesses throughout the state; initiates aggressive programs to assist minority businesses in obtaining state and federal procurement; makes recommendations regarding state policies, programs and procedures; and provides a focal point to assist and counsel minority small businesses in their dealing with federal, state and local governments. The Missouri Minority Business Advocacy Commission also initiates and encourages minority business education programs; analyzes current legislation and regulations as they affect minority businesses; and receives complaints and recommendations concerning policies and activities of federal, state and local governmental agencies which affect minority small businesses.

Meet the Commissioners

Mrs. Sheila Forrest, Chair (D)

Governor Appointee 3

St. Louis

Term begins: Jul 6, 2009

Term expires: Sep 2, 2012

Mr. Michael Kennedy (D)

Governor Appointee 1

Wildwood

Term begins: Jul 28, 2009

Term expires: Sep 2, 2010

Dr. Adam R. Shariff (R)

Governor Appointee 2

Ballwin

Term begins: Mar 7, 2008

Term expires: Sep 2, 2009

Representative Tim Flook (R)

Member of the Missouri House of Representatives

Liberty

Representative Roman LeBlanc (D)

Member of the Missouri House of Representatives

Kansas City

Senator Robin Wright-Jones (D)

Member of the Missouri Senate

St. Louis

Senator Rita Days (D)

Member of the Missouri Senate

St. Louis

Term begins: Mar 6, 2004

Mr. David Kerr

Missouri Department of Economic Development

Jefferson City

Mr. Kelvin Simmons

Office of Administration Commissioner

Jefferson City



Resources for M/WBE Vendors

<p>Missouri Department of Economic Development Programs for Business</p> <p>The Missouri Department of Economic Development offers a listing of programs for businesses. For a full listing, please click here.</p>	<p>Missouri Small Business Regulatory Fairness Board (SBRFB)</p> <p>The SBRFB provides a key interface between state regulatory agencies and affected small businesses. For more information, please click here.</p>	<p>MoFAST: SBIR/STTR Program</p> <p>Help for entrepreneurs and small businesses seeking federal funding for technology and life sciences businesses, products, research and development. Visit www.mofast.net.</p>
<p>Missouri Linked Deposit Program</p> <p>Administered through the state treasurer's office to enable financial institutions to make low-cost loans to businesses and farms to create jobs and help Missouri's economy grow. Visit www.treasurer.mo.gov/LinkedDeposit.asp.</p>	<p>Missouri Business Portal</p> <p>An online resource as a single point of entry for business registration, filings, licenses, and permits for doing business in the State of Missouri.</p> <p>Click here for more information.</p>	<p>Missouri Women's Council</p> <p>Provides information and resources regarding business, education and career development to Missouri's women. Visit www.womenscouncil.org or call toll free at 877-426-9284.</p>
<p>Missouri Procurement Technical Assistance Centers (MO PTAC)</p> <p>MO PTAC's mission is to assist businesses—including small, disadvantaged and women owned firms— in obtaining federal, state and local government contracts. Visit www.missouribusiness.net/PTAC</p>		<p>1,616 State of Missouri Certified M/WBE Vendors are waiting to do business with you! Please visit http://www.directory.oeo.oa.mo.gov/</p>

Future Events

<p>Prevailing Wage and Related Compliance:</p> <p>Labor Laws in Construction</p> <p>3201 Southwest Trafficway, Campus Center, Kansas City</p> <p>http://oa.mo.gov/oeo/pdf-files/prevailingwage.pdf</p>	<p>52nd Annual Governor's Conference on Economic Development</p> <p>September 15-17, 2010</p> <p>Hyatt Regency Crown Center</p> <p>2345 McGee, Kansas City, MO</p> <p>www.ded.mo.gov</p> <p>The Office of Equal Opportunity (OEO) will be presenting the pre-conference workshop the ABCs of the MBE/WBE Certification Process (Time: TBD). OEO will share the vision for promoting a diversified workforce within state government and will explain the procurement process. OEO will present information on the Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) certification process and information on assisting women and minorities in developing opportunities to contract with the state, economically empowering traditionally underserved communities and improving the overall fiscal vitality of the State of Missouri. The panelists will present:</p> <ul style="list-style-type: none"> • The benefits of a diversified workforce • The Procurement Process (\$25,000 and above and \$24,999 and below), also how does a vendor find out about specific agency procurement opportunities • The Certification Process and its benefits
<p>Construction Contracting Training for Business Owners</p> <p>September 23, 2010; 8:30 a.m. - 5:00 p.m.</p> <p>SBA Kansas City District Office, 1000 Walnut, Suite 500, Kansas City</p> <p>http://oa.mo.gov/oeo/pdf-files/092310CCTraining.pdf</p>	
<p>Business Showcase 2010</p> <p>Jefferson City Chamber of Commerce</p> <p>October 7th, 2010</p> <p>Firley YMCA</p> <p>Jefferson City, MO</p> <p>www.jcchamber.org</p>	

DIVERSITY IN THE WORKFORCE



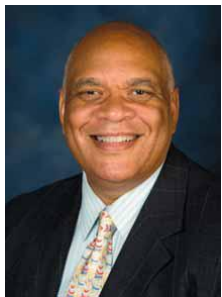
From left: Anita Russell—NAACP KC Branch Pres., Governor Nixon, Benjamin Todd Jealous—NAACP Pres. & CEO, Mary Ratliff—NAACP MO State Pres.

Executive Order 10-24, signed by Gov. Jeremiah W. (Jay) Nixon on Sunday, July 11, 2010, during the NAACP National Convention Governor's & Mayor's Reception in Kansas City, MO., has given way to a powerful document, affording all persons equal protection for employment under the law. Through this order Gov. Nixon has put in place a code of Fair Practices for the Executive Branch of State Government that affirms that the State of Missouri shall work to insure that there will be NO vestiges of discrimination, not only in employment practices but also in providing services and operating our facilities.

The order created in the State of Missouri's Office of Administration, the Office of Equal Opportunity (OEO), formerly known as the Office of Supplier and Workforce Diversity. The new name of the office shows that the administration of Gov. Nixon has taken one more step towards building on the inclusiveness and diversity in state government.

The signing of Executive Order 10-24 reaffirms the Governor's commitment to lead the ongoing fight for political education, social and economic equality for all.

Rudy Nickens Diversity and Inclusion at its best



Rudy Nickens is MoDOT's Equal Opportunity and Diversity Director. He began his position in August 2009 and has focused on making sure MoDOT's equal opportunity and diversity efforts are a model for others to follow.

"I was incredibly impressed by Rudy when we interviewed him for this position," said Roberta Broeker, chief financial officer. "He understands that diversity is more than race and gender, and that an organization truly benefits from a workforce that is diverse in multiple ways."

Nickens brings a strong work history with him. A native of Washington D.C., he has lived in St. Louis since 1973. Before joining the team at MoDOT, Nickens was executive director of the St. Louis Black Repertory Company. Prior to that, he spent several years as vice president of St. Louis 2004, a civic organization created to act as a catalysts for community development, under the leadership of former Sen. John Danforth. Nickens has led a number of successful initiatives, including a workforce diversity program, a zero tolerance for hate program, a diversity officer's network, and a CEO leadership summit to develop strategies to attract and retain minority professionals, and served for several years as adjunct faculty at Webster University teaching Cultural Diversity in the Media. He has worked on diversity and social justice projects throughout the United States, Africa, England and in the Caribbean.

Diversity and Inclusion can best be impacted when they are valued at every level of the organization. There must be a clear directive from leadership that the State of Missouri values all of its citizens and is committed to doing everything possible to ensure equal access for everyone. We must realize that diversity is an asset which has the potential to benefit us all and we must embrace and celebrate both our commonalities and our differences. The values of diversity and inclusion will never be realized passively. We can only reach our vision of a state government that is the employer of choice for a diverse group of citizens by actively working to address and remove any barriers to full inclusion and by implementing policies and procedures that enforce these values.

A Vision of Diversity Contributed by Bill Miller, OA-Director of Personnel

When I was asked to provide my vision of diversity, I quickly said "no problem", but then I sat down to compose this article and it happened, "writer's block". However, it was not true writer's block. It became more difficult in that I realized my vision was so encompassing of my life experiences, that I just did not know how to begin. So while I could go on past my allotted newsletter space, I have decided to provide my vision on "Workplace Diversity". However, keep in mind the workplace is just a mirror of what we are associated with on a daily basis in and out of the workplace.



Let me start off my saying "Diversity is Good Business". Malcolm Forbes described diversity as: "the art of thinking independently together." That type of thinking is what makes diversity good for all. It enables many different thoughts to come together for the common good.

My vision of diversity is derived from my values and what I have experienced and learned over time. I understand that diversity is what makes this planet we live on interesting. It provides us with a world of different ethnicities, cultures, and different ways of living and, did I say, many different foods.

My vision is of a society that respects each other for who we are. It was said many years ago, that "we should judge each other not by the color of our skin but by the content of our character". In the workplace, diversity is often perceived as meaning race or gender; granted, it is the most obvious. Ask yourself, "how diverse is your agency, department, division, or unit?" What's your first thought? Typically, it is race or a comparison of men to women.

The definition of workforce diversity continues to expand. It also includes cultural, education, lifestyle, sexual orientation, geographic origin, age, individuals with a disability, veterans, tenure, religious beliefs and, least we forget, the generational gaps.

Continued on page 8

DIVERSITY IN THE WORKFORCE

Continues from page 7

Whether we care or not, diversity is all around us. Here is another question you should ask yourself. "If I did not have all these differences around me, would it be boring?" Most of us probably have never thought of it from that perspective, but if everyone around you was just like you, then you would have a whole lot of "mini me's". That would be fine if you were self indulgent, but of course you're not.

I say all this to say that diversity is a benefit. In truly diverse entities, it brings substantial potential benefits such as better decision making and improved problem solving, greater creativity and innovation, and generally improves commitment and allows each person to contribute in a unique way. It brings new ideas and ways to do things to the table. If we value differences and practice inclusion, we will see improvement and growth in where we live and work.



You may or may not be aware that workplace diversity is on the rise. Diversity within a work environment can sometimes be difficult to implement and even harder to handle. Whether we realize it or not, most of us have some tendency to consider our own group superior to others, whether it includes age, gender, race, ancestry or alma mater. This is a fairly typical attitude but can lead to problems in a setting that demands respect, understanding and compromise. My vision of a diverse workforce is one that takes the time to understand differences and become more comfortable with those not like us and find the value of each person in terms of what they can offer - then utilize their talents, knowledge and unique perspective to the utmost. Those entities which are willing to see the inherent value in a complex and diverse workforce engender an atmosphere of mutual respect and understanding and will see a more creative work environment, higher employee morale and a boost in overall success. Diversity is not just a buzz word; it is something that shapes the successful makeup of forward-thinking organizations.



Did you know... The Office of Equal Opportunity within the Office of Administration is the agency responsible for gathering the data that is submitted to the Equal Opportunity Commission biennially in the EEO-4 report (formerly known as the State and Local Government Report.)?

Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all state and local governments that have 15 or more employees are required to keep records and to make such reports to the Equal Employment Opportunity Commission as are specified in the regulations of the Commission.

Beginning with the 1993 survey year and biennially (every odd-numbered year) thereafter, those who must file this report include:

- (1) all states;
- (2) all other political jurisdictions which have 100 or more employees; and
- (3) a sample of those political jurisdictions which have 15-99 employees.

In the interests of consistency, uniformity and economy, State and Local Government Report EEO-4 is being utilized by Federal government agencies that have responsibilities with respect

to equal employment opportunity.

You might be asking: what does the EEO-4 measure? It measures the number of employees in a particular function, and their ethnicity and/or race. For the purposes of the report, the following race/ethnic categories are used:

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cul-

tural identification through tribal affiliation or community recognition. The category "HISPANIC", while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group. The job categories included in the EEO-4 report are:

- Officials and Administrators
- Professionals
- Technicians
- Protective Service Workers
- Paraprofessionals
- Administrative Support (Including Clerical and Sales)
- Skilled Craft Workers
- Service-Maintenance

This report should bring about uniformity in state and local government recordkeeping and reporting. It should serve as a valuable tool for use by these entities in evaluating their own internal programs for ensuring equal employment opportunity.

If you would like to find out more about this report visit: <https://egov.eeoc.gov/eeo4/>.